



# Shadan Women's College of Engineering & Technology

Approved by A.I.C.T.E. & Permitted by the Govt. of Telangana.

Affiliated to JNTU, Hyderabad.

**Established by SHADAN EDUCATIONAL SOCIETY**

(A Minority Institution)

Website: www.swcet.in

E-mail: swcet15@yahoo.com

Date: 6/12/2021

## CONVENING ORDER

ACADEMIC YEAR:2020-2021

### SOFT SKILLS TRAINING PROGRAM

The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Soft skills training program is constituted with the following members.

S.NO	NAME OF THE FACULTY	DESIGNATION	DEPARTMENT
1	AMTUL WARIS	Member	S & H
2	LUBNA BAIG	Member	S & H
3	K.RASHMI	Member	S & H
4	BATTU SWAMY	Member	S & H
5	J.UPENDER	Member	S & H

**Frequency of Meeting:** Once in a year, as and when required.

#### **Functions & Responsibilities:**

- Soft skills referred to both character, traits & interpersonal skills that will influence how well a person can work or interact with others.
- Soft skills are essential for your success in the work place, your company success and your personal life.
- Soft skills play an important role in resume writing, interviewing & finding success in communicating with people at work and in other areas of your life

*E. Pruthi*

**PRINCIPAL**



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Date: 10/12/2021

## Minutes of the meeting

**Agenda:** Soft Skills Training Program.

### Points to be discussed:

- 1) Action plan-to conduct the Soft Skills Training program for the A.Y. 2020-21.
- 2) Target Audience of the Soft Skills Training program.
- 3) Arrangements required for the Soft Skills Training program.
- 4) Principal approval and Circular preparation.
- 5) Approval for the following schedule:

S.NO	Date, Time and Venue	Content/Topic	Resource Person	Sign of the Faculty
1	14/12/2021, 08:00AM-09:00AM, Seminar Hall	What are soft skills?	Lubna Baig	
2	14/12/2021, 09:10AM-10:00 AM, Seminar Hall	Why are soft skills important?	Lubna Baig	
3	14/12/2021, 10:10AM-11:00 A M, Seminar Hall	How can you improve in soft skills?	Lubna Baig	
4	14/12/2021, 11:30 AM-12:30 PM, Seminar Hall	How can you highlight your soft skills in a job search?	Lubna Baig	
5	14/12/2021, 12:30PM-01:30 PM, Seminar Hall	Some examples of soft skills	Amtul Waris	

### Attendee's details:

S.No

Name of the faculty

Sign

1.

K. Rashmi

2.

Bhatku Swamy

3.

J. Upender

4.  
5.

Lubna Baig  
Amtul Waris

HOD-S&H

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Date: ..... 10/12/2021

The Principal  
SWCET, Hyderabad.

## Sub: Approval of Soft Skills Training Reg..

This is to bring to your kind notice that S&H Department, SWCET has planned to conduct the Soft Skills Training Program to the 3<sup>rd</sup> Year UG and 2<sup>nd</sup> year PG courses of SWCET. This shows a huge impact on students to achieve placements and their goals. Hence, it is requested to give the approval of this program.

### 2020-21 Academic Year- Soft Skills Program schedule

S.NO	Date, Time and Venue	Content/Topic	Resource Person	Address of resource person
1	14/12/2021, 08:00-09:00AM, Seminar Hall	What are soft skills?	Lubna Baig	Faculty S&H-SWCET
2	14/12/2021, 09:10-10:00 AM, Seminar Hall	Why are soft skills important?	Lubna Baig	Faculty S&H-SWCET
3	14/12/2021, 10:10-11:00 AM, Seminar Hall	How can you improve in soft skills?	Lubna Baig	Faculty S&H-SWCET
4	14/12/2021, 11:30 AM-12:30 PM, Seminar Hall	How can you highlight your soft skills in a job search?	Lubna Baig	Faculty S&H-SWCET
5	14/12/2021, 12:30-01:30 PM, Seminar Hall	Some examples of soft skills	Amtul Waris	Faculty S&H-SWCET

HOD-S&H  
SWCET

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Date: ..... 11/12/2021

## CIRCULAR

This is to inform to all the students of 3<sup>rd</sup> YEAR & PG SWCET that a “Soft Skills Training” Program will be organized on 14/12/2021 by the S&H Department. Hence, it is mandatory for all the students to attend. This program shows a huge impact on students to Achieve placements and their goals. Program details are as follows

### 2020-21 Academic Year- Soft Skills program schedule

S.NO	Date, Time and Venue	Content/Topic	Resource Person	Address of resource person
1	14/12/2021, 08:00-09:00AM, Seminar Hall	What are soft skills?	Lubna Baig	Faculty S&H-SWCET
2	14/12/2021, 09:10-10:00 AM, Seminar Hall	Why are soft skills important?	Lubna Baig	Faculty S&H-SWCET
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5	14/12/2021, 12:30-01:30 PM, Seminar Hall	Some examples of soft skills	Amtul Waris	Faculty S&H-SWCET

HOD - S&H  
SWCET

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## Soft Skills Training Program Course Content

Date: 14/12/2021

### Soft Skills Training Program for the Academic Year 2020-21

S.NO	Date, Time and Venue	Content/Topic	Resource Person	Address of resource person
1	14/12/2021, 08:00AM-09:00AM, Seminar Hall	What are soft skills?	Lubna Baig	Faculty S&H-SWCET
2	14/12/2021, 09:10AM-10:00 AM, Seminar Hall	Why are soft skills important?	Lubna Baig	Faculty S&H-SWCET
3	14/12/2021, 10:10AM-11:00 A M, Seminar Hall	How can you improve in soft skills?	Lubna Baig	Faculty S&H-SWCET
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### Soft Skills Training Feedback form for the A.Y. 2020-21

**Dear Student**

Your feedback is valuable and helpful for corrective measures. Here by requesting your valuable feedback on the program "Soft Skills Training" conducted by SWCET on 14/12/2021. The feedback will be kept confidential and it will not review to any other members. It is collecting for internal measurement and help to prepare further action plan.

S.NO	Date, Time and Venue	Content/Topic	Resource Person	Feedback Measures ( Please Put the V mark on selected box)				
				Excellent	Very Good	Good	Average	Poor
1	14/12/2021, 08:00AM-9:00AM, Seminar Hall	What are soft skills?	Lubna Baig	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	14/12/2021, 09:10-10:00 AM, Seminar Hall	Why are soft skills important?	Lubna Baig	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	14/12/2021, 10:10AM-11:00 A M, Seminar Hall	How can you improve in soft skills?	Lubna Baig	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	14/12/2021, 11:30 AM-12:30 PM, Seminar Hall	How can you highlight your soft skills in a job search?	Lubna Baig	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	14/12/2021, 12:30-01:30 PM, Seminar Hall	Some examples of soft skills	Amtul Waris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



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## Soft Skills Training Feedback Analysis for the A.Y. 2020-21

S.NO	Content/Topic	Resource Person	Feedback analysis						Overall Grade allocated	Comment
			No of feedbacks collected	No of excellent feedbacks	No of Very Good feedbacks	No of Good feedbacks	No of Average feedbacks	No of Poor feedbacks		
1	What are soft skills?	Lubna Baig	120	45	40	25	10	-	Excellent	
2	Why are soft skills important?	Lubna Baig	120	40	45	20	15	-	Very good.	
3	How can you improve in soft skills?	Lubna Baig	120	20	40	45	15	-	Good.	
4	How can you highlight your soft skills in a job search?	Lubna Baig	120	15	45	20	40	-	Very good	
5	Some examples of soft skills	Amtul Waris	120	20	40	50	10	-	Good	

Evaluator  
 Ms. Anshia Sultana  
 Assoc. prof

Scrutinizer  
 Professor (S&T) Dept

HOD-H&S

Name and Designation



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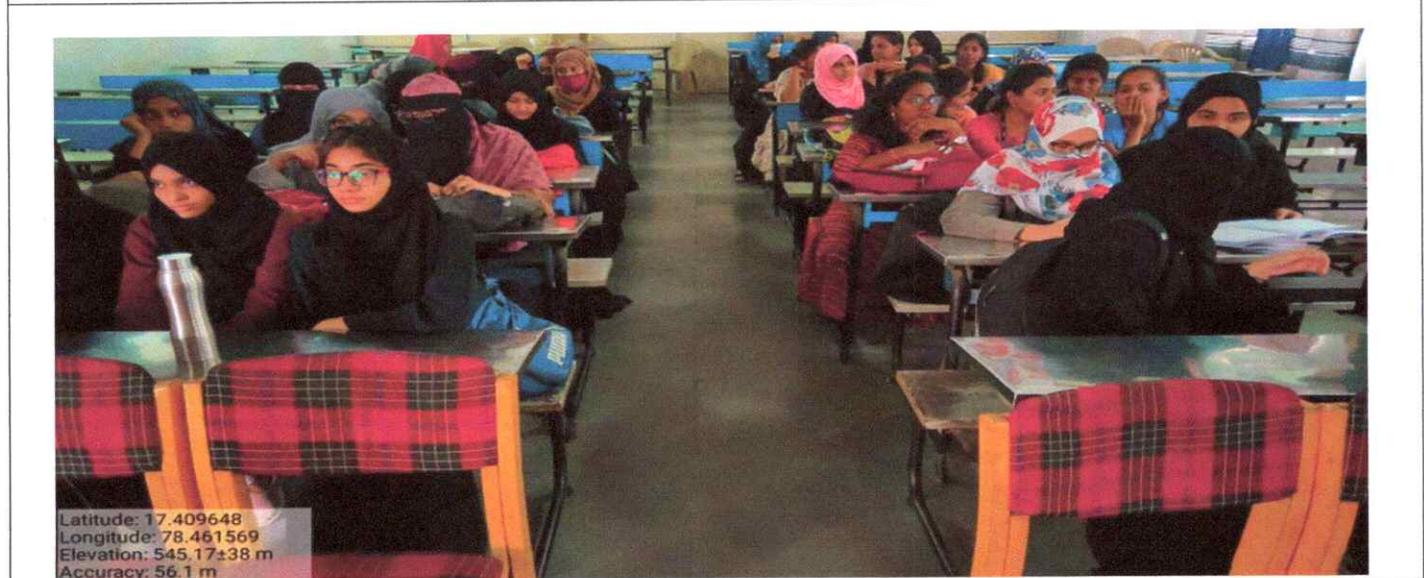
E-mail: [swcet15@yahoo.com](mailto:swcet15@yahoo.com)

Date: .....

Glance of Soft Skills training Program for the A.Y. 2020-21:



Geo tagged photo indicating speakers of the program



Explaining the importance of soft skills & Participants showing attention towards the program

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Date: 17/12/21

## Event Report on the Soft Skills Training Program

The Soft Skills Training Program has successfully conducted at Shadan Women's College of Engineering and Technology, Hyderabad. A one day program was conducted on 14/12/2021 at Seminar Hall, for the Academic Year 2020-21. This program was conducted to the all 3<sup>rd</sup> year students of the Academic Year 2020-21. The Program was started 08:00 AM in the morning with the wonderful topic of "Introduction to soft skills" by the speaker "Lubna Baig" Faculty S&H; Tea Break was given between 11:00 to 11:30AM of the day and the After Noon session was started from 11:30 AM and session was closed with the topic of "Best examples of soft skills" by the speaker "Amtul Waris" Faculty of S&H-SWCET at 1:30 PM. A beautiful program was organized to 1<sup>st</sup> year students of the Campus, **Total -120** students were attended the program and feedback collected from the students. It shown a high impact on day to day life of students and helped to crack the fruitful tips. I thank to all faculty and students of SWCET for successful conduction of the program and special thanks to the speakers of the program, delivered an excellent way. Finally, I thank to technical staff and volunteers to their support. The detailed Program schedule and some photos are attached here with.

### **2020-21 Academic Year Soft Skills program schedule**

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